

**Deputy Administrator's Listening Post**  
**September 9, 2009**  
**Minutes**

**1. Update on FMMI (training dates(s) for Classroom “hands on” implementation.**

**ANSWER:**

The update on FMMI training is that the ABFO's and staff are completing their training this week and part of next week. These are the only individuals that will be needed to “open” the system Oct 1 (*NOTE: subsequent to the Listening Post, the Dept. delayed the REE agencies implementation to February 2010*). We are still reviewing system applications and will develop specific training materials for technical “field” users. We will proceed with our scheduled post implementation training plans and use the additional allotted time to complete system testing, resolve any outstanding business process issues and develop Agency specific processes.

**2. GovTrip (HQ approvals for Foreign Travel)**

**ANSWER:** The foreign travel approvals from the Secretary are moving in a more timely manner. However, please ensure you give us at least 30 days or as soon as possible for trip approvals. As soon as a trip is known, include it in the weekly report. We have been advised on two occasions that “short fused” 10 day or less approvals are not appreciated. Those that expect approvals for such late requests will probably be disappointed. We will not submit any fast turnaround foreign trip approvals. We have briefed the AD's, DAD's, ABFO's and ATA's on this issue.

**3. When is the foreign travel information updated in ARIS and by whom?**

**ANSWER:** The Travel and Relocations Services Branch, FMD, is responsible for updating country requirements in ARIS-FTIS when advisories are received by the Embassy or when a travel package is reviewed by FAS and sent back indicating that documentation requirements have changed. At times, changes to documentation requirements are made by a country at a moment's notice which could account for the data in the ARIS to appear incorrect.

**4. Status of Standard Position Description (PD) for the Purchasing Agent**

**ANSWER:** The final position descriptions were sent to some of the working group members for a final review Tuesday, 9/8/09. Barring any major concerns the final Standard Purchasing Agent package should be distributed shortly.

**5. With the new E-QIP process for the SF-85 or 86, we have been told to send in the signature pages, but new employees are being told by the system to send in the signature page directly. Could this be changed so that new employees are told to provide the AO with the signature pages, so we can send in the OF-306, fingerprint**

**cards and SF-85/86 at the same time? This would alleviate some confusion for new employees and AO's.**

**ANSWER:** Forms SF-86 and 85P are processed by a different office at OPM than the SF-85 forms, so the submission timeframes are different. We will review the submission requirements to see if they can be made consistent with each other.

- 6. What is the status of HSPD-12 activated cards? What is the status of how to handle temporary employees, i.e., visiting scientists, contractors, students? For those locations that had mobile sites and have numerous state employees/contractors working in an ARS facility, is it possible to have a temporary LincPass for contractors to use to access computer(s) vs. sending them 100 miles away to enroll, wait and activate cards? What about the facility access systems?**

**ANSWER:** The HQ Human Resources security staff continues to make progress on activation of cards. However, currently, the cards will not work at locations/Areas, because they are not connected to ARSnet (domain) at HQ. OCIO is currently looking into cost-effective solutions for using the cards out in the Areas/Locations. As for contractors, students, and temporary employees, the HSPD-12 committee continues their work to develop a policy to address this growing concern.

With regard to the facility access systems, all USDA electronic Physical Access Control Systems (ePACS) must be HSPD-12 compliant and upgraded as necessary by October, 2011. For ARS ePACS Migration, 6-7 locations will be set up on the enterprise server initially as follows:

Beltsville Agricultural Research Center, Beltsville, MD  
National Ag Library, Beltsville, MD  
Southeast Poultry Research Laboratory, Athens, GA  
Western Regional Research Center (WRRC), Albany, CA  
Avian Disease and Oncology Laboratory, East Lansing, MI  
U.S. Meat Animal Research Center, Clay Center, NE  
National Center for Genetic Resources Preservation, Ft Collins, CO

WRRC was the first to complete a site needs assessment. The schedule for future installations will be driven by the assessments of each location. Stay tuned for the October HSPD-12 Update to come out via email from Jeff Hayes in early October.